

# MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 18, NUMBER 1

Winter 1989

## MARAC COMES TO ALBANY

William Kennedy, Albany's contemporary literary star, entitled the opening chapter of his anecdotal history, *O Albany!*, "Albany as a State of Mind". Kennedy sub-titles his book, "Improbable City of Political Wizards, Fearless Ethnics, Spectacular Aristocrats, Splendid Nobodies, and Underrated Scoundrels". Attendees of the Spring MARAC meeting on May 4-6, 1989, will have the opportunity to both study that state of mind and track down some of these wizards, aristocrats and nobodies themselves.

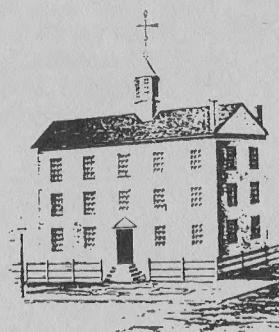
Albany and the surrounding Capitol Region at the confluence of the Hudson and Mohawk Rivers has been a significant center for trade and transportation since 1609 when Henry Hudson first visited the region. Through 350 years of change it has grown from a small fur-trading outpost to a bustling, dynamic region. First settled as part of New Netherland, the region still bears many remains of the first half-century of Dutch rule, including a curious collection of place-names. During the American Revolution, Albany served as a major distribution center for supplies and troops of the American army and just north of the city the famous Battle of Saratoga was fought in 1778. The early national period witnessed Albany's rapid growth as an entrepot for goods as well as Yankees moving to Western New York and the Old Northwest. Turnpike, canal and railroad development were major contributing factors to the growth

of the city and surrounding region. The Civil War and the accompanying industrial expansion made Albany a major manufacturing city as well. Lumbering, stove manufacture, brewing and other industries flourished throughout the late 19th and early 20th century. By the mid-20th, Albany's industries, like those of other cities throughout the Northeast, were in decline. It is today chiefly a white-collar city of government agencies, banks, insurance companies, a university and several colleges and small businesses.

Although the city had always had a varied population, it was dominated

by the Dutch and English until the mid-19th century when Irish and Germans began to populate the city in large numbers. By the late 19th century the Irish were to become the predominant force in the city's politics and they remain so today. Later immigration to the city included Italians and Jews, and today the city is benefiting from a new infusion of Indian, Vietnamese and other eastern immigrants. Blacks, present in the city from its earliest beginnings, have been a significant force in the city's history to the present day.

(continued on p. 2)



## Table of Contents

News Notes .....	3
State and Local News .....	10
People .....	13
Reference Shelf .....	14
Employment Opportunities .....	15
Session Abstracts .....	16
Software News .....	19
Marac Business Meeting/Steering Committee .....	20

## MARAC COMES TO ALBANY

(Continued from p. 1)

Luncheon-goers will have the pleasure of hearing John J. McEneny, Director of New York's Urban Cultural Park Program and author of a modern history of Albany, relate some of this story, including perhaps something of the archival history of the Capitol City.

The conference hotel, Albany Hilton, is centrally located on State Street in downtown Albany. The hotel is a five-minute walk from the bus depot, about 5 miles from the airport and a short cab ride across the river from the railroad depot in Rensselaer. Within a ten-minute walk, attendees can visit the New York State Capitol built from 1871 to 1899, the Empire State Plaza, home of several state office buildings, but more importantly, the State Archives, State Library, and State Museum. The State Museum has major permanent exhibits on New York City and the Adirondacks and several changing exhibits. Exhibits during the conference will include *Knots and Nets*, which has works from the 18th to the 20th century with examples from Africa, Latin and North America, Russia and elsewhere displaying two of humanity's most basic tools. Children of all ages will be delighted with the opening of the *Dinosaurs Alive!*, an exhibit of seven life-like dinosaurs, up to 30 feet long, which move, fly and roar. The State Library is the largest and most comprehensive such library in the United States and the State Archives, one of the youngest of the state archives in the nation, has grown to be a leader in a variety of archival concerns. Tours of the State Library and State Archives will be available.

A bit farther "up the hill" is the Albany Institute of History and Art with a fine collection of regional and local art including paintings by several masters of American painting, such as Hudson River School artists Thomas Cole and Frederick Church. The Institute's library has a substantial collection of archival and printed material related to the history of Albany and environs.

Other local archives include the Albany City and County Archives, the Rensselaer Polytechnic Institute Archives and Special Collections, the Daughter of Charity Archives, State University of Albany Archives and Special Collections, Union College Archives and several others.

The neighborhoods around the Empire State Plaza provide an interesting architectural contrast for those interested in mid- to late-19th century architecture as well as the very modern buildings in the Plaza. The Mansion Hill district surrounding the Governor's Mansion and adjacent to the Plaza is a revitalized neighborhood as is the Center Square area just west of the Plaza. Brochures for self-guided walking tours will be available.

Albany's little Bohemia is located on Lark Street where visitors can easily find punk clothing, good restaurants and night life. Cuisine ranging from international flavor to local favorites and casual to formal dining are available in the immediate vicinity of the Albany Hilton and in nearby neighborhoods. Those members who attended the Williamsburg breakfast meeting may want to try one of the numerous restaurants named "Jack's".

While in Albany, attendees may want to visit some of the surrounding communities including Schenectady, the home of General Electric and Union College, and Troy, the former collar and cuff capital of the world as well as a

once important heavy industry city, today chiefly a college town, the home of Rensselaer Polytechnic Institute and Russell Sage College. A bus tour of the nineteenth century industrial sites in the Riverspark Cultural Park of Troy, Cohoes, Waterford and Watervliet will be available on May 4.

The "urban tapestry" of Albany has been described by numerous historians, novelists, travel writers, and journalists since its origin three centuries ago. A strong historic preservation movement in recent years has saved numerous buildings and entire neighborhoods from the wrecking ball and in so doing has built a vital urban landscape. And its museums, libraries and archives have woven an elaborate fabric of material objects, books, manuscripts and archives which document this history. MARAC attendees will have an opportunity to sample these resources and enjoy the ambience of the Albany State of Mind.

Piedmont/US Air Airlines again is offering attendees of the Spring meeting in Albany the opportunity to receive discounts of 35% off the standard coach fare or 5% off the other lower fare options. The recent merger of Piedmont and US Air will provide those flying to Albany with additional flight options from US Air.

Further information regarding these discounts will be provided in the registration packet.

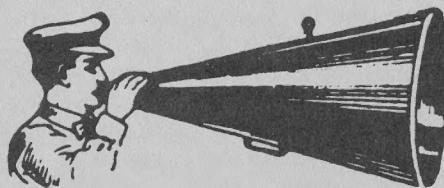
James Corsaro

### Advertisement

**ARCHIVIST**, Edison National Historic Site (National Park Service) West Orange, NJ. GS-1420-11 (\$28,852 - 37,510). Directs operation of extensive document, photograph and recorded sound collection related to the life and work of Thomas Edison. Responsibilities include direction of on-going archival processing, storage and preservation management, and use of collections. Serves as liaison to Edison Papers publication project. Supervises one permanent employee and numerous project staff and interns; reports to Supervisory Museum Curator.

**QUALIFICATION:** Applicants should have a minimum of three years' experience in archival management; graduate level education (preferably in a program of librarianship or history with a formal archival component) may be substituted for a portion of the required experience. Specific information regarding application procedures may be obtained by contacting the Superintendent, Edison National Historic Site, 201-736-0550. Inquiries must be made no later than February 15, 1989.

## NEWS NOTES



### FDR PAPERS REFUTE QUAYLE'S CLAIM

Although he has been comparing himself to John F. Kennedy, Winston Churchill and Franklin D. Roosevelt, Dan Quayle will have to drop Roosevelt from his list.

Vice President Elect Quayle has said that the late President failed the bar examination but was a great man anyway.

According to a spokesman for the Franklin Delano Roosevelt Library in Hyde Park, N.Y., Mr. Roosevelt easily passed the New York State Bar Association Examination the first time he took it. He took the exam in 1907 as a second-year law student.

In *F.D.R.: His Personal Letters 1905-1928*, it is noted that Mr. Roosevelt "had continued his studies at the Columbia Law School and in the spring of 1907 he easily passed his bar examinations. (Although he never bothered to complete the work for an LLB degree from Columbia)."

*Bernard Weinraub  
NY Times*

### PRIVATE BANKERS

Anyone with information regarding private bankers in America, particularly those east of the Mississippi River, is asked to contact Robert D. Hatfield, 8728 Huron, Taylor, MI 48180, who is a researcher investigating the role of private bankers in America, especially during the 1840's.

## MARAC IN ALBANY

New York has been a leader in archival programming during the past decade, and participants in the Spring 1989 MARAC meeting in Albany will have a chance to observe state and local programs firsthand, as well as to attend a wide variety of sessions and workshops which target topics of special interest. The meeting will begin on Thursday, May 4 with a full day of preconference workshops which cover documentation strategies, developing questions for the certification exams, management of local government record programs, planning, and automation.

Regular sessions will begin on Friday, May 5 and continue through early Saturday afternoon, and they will consist of a lively mix of papers, roundtables, workshops, seminars and debates. Friday will start with sessions on Black archives in the Mid-Atlantic region, basic preservation, construction of archives facilities, and functional access. Other sessions on Friday will feature discussions of the feminization of the profession, fundraising in the private sector, arrangement and description in small repositories, effective use of consultants, statewide preservation efforts, new appraisal techniques, the creation and use of videohistory, and a debate between proponents of microforms and electronic storage media.

The plenary session will be presented by the Honorable William B. Hoyt, member of the New York State Assembly and the State Historical Records Advisory Board. Hoyt is both an experienced user of archives and a leading advocate of improved historical records policies and programs, and he will discuss "Archives, Politics, and the Public."

Saturday's sessions will include a roundtable discussion of current issues and developing trends in archives from Virginia to Upper Canada. One of 5 programs organized and presented by the Lake Ontario Archivist's Conference, which is a meeting co-sponsor, the session will provide a balanced view of developments on both sides of the border. Also on Saturday Shonnie Finnegan and Larry Hackman will describe archival accomplishments in New York during the 1980s and consider agenda items for the 1990s. The other sessions on Saturday will discuss documenting sexuality and other social history issues, cataloging photo collections, processing and indexing large collections, studying archival use and users, and life cycle tracking projects.

The members of the Program Committee cordially invite you to Albany. We're looking forward to a lively and stimulating meeting, but as always its success will depend on your active participation and input.

Old Sturbridge Village has launched a research project on the experiences of minorities in rural New England during the early nineteenth century (1790-1850). The minorities to be examined are Afro-Americans, Native Americans and Irish. The first phase of the project was begun in the fall of 1988 and entails a search for primary and secondary source materials dealing with the groups. Printed materials, graphics, and manuscript collections which contain relevant materials will be identified and examined and their contents evaluated. This information will be incorporated into an annotated bibliography of source materials for future research. The second phase of the project, beginning in the fall of 1989, will be a focused research effort utilizing some of the collections identified in the first phase.

Any information regarding specific collections and their contents which may be relevant to our research is welcome. Please send information to Myron O. Stachiw, Research Department, Old Sturbridge Village, 1 Old Sturbridge Village Rd., Sturbridge, MA 01566.

## CONGRESS MOVES ON ACID FREE PAPER

Senator Pell has introduced a resolution (S.J.Res.394) to establish a national policy on permanent papers. The resolution, which was introduced on October 11, 1988 and referred to the Committee on Governmental Affairs, "urgently recommends" that federal records, books, and publications of enduring value be produced on acid free paper and that the Librarian of Congress, Archivist of the United States, Director of the National Library of Medicine, and the Administrator of the National Library of Agriculture should jointly monitor the nation's progress in implementing this policy.

## UCLA DEVELOPS PROTOTYPE OCLC RECORD FOR ORAL HISTORY COLLECTION

The University Library at UCLA has finalized a comprehensive prototype for the online cataloging and retrospective conversion of audio tapes and transcripts in the collection of its Oral History Program. The Department of Special Collections and the Services Department collaborated to develop the prototype record, using the OCLC Archives and Manuscript Control (AMC) format.

Contact Jenifer S. Abramson, Oral History Program, 136 Powell Library Building, UCLA, Los Angeles, CA 90024-1575, for a sample of the prototype record.

## APPRAISORS LIST

The Society of American Archivists' Acquisitions and Appraisal Section is revising the list of people who appraise the monetary value of archives and manuscripts. The list is compiled periodically as a service for information only and does not constitute a recommendation or endorsement of any individual by the SAA. Anyone wishing to be included on the list should send his/her name, address, phone, and description of specialty to Mr. Robin Bradham, Atkins Library, Univ. of North Carolina, Charlotte, NC 28223, by March 1, 1989.

## U.S. HOUSE OF REPRESENTATIVES SURVEYS RECORDS PRACTICES

The U.S. House of Representatives, as part of recent deliberations on providing improved public access to its records, has issued a report summarizing the results of 1987 surveys of the records practices of state and selected foreign legislatures. The Congressional Research Service, acting for the House, sent a questionnaire to each state legislature chamber asking about the types of records maintained as archives, the location of those records, and statutes, rules, public access provisions and administrative responsibilities for legislative archives. Responses were received from 44 houses in 28 states.

In brief, the survey revealed a diversity of policy and practice. Although a variety of records — including bills, journals, and administrative, committee, member and support agency files — are preserved in at least some of the states, the legislatures have no common understanding of what constitutes their archival records. One half of the respondents indicated that their archives are held exclusively by the state archives, while others maintain these records internally, divide them between executive and legislative facilities, or have other custodial arrangements. Interestingly, 73 percent indicated that a legislative official or unit is primarily responsible for the archival function. Only two of the responding 44 houses reported that their state archives have the principal archival responsibility for their legislative chambers. The overwhelming majority of legislatures reported no public access restrictions on their archival records based on the age of the records or the identity of the accessor, though many do have restrictions based on the contents of the records.

The report also provides detailed information on the legislative records practices of the United Kingdom, Spain, the Netherlands, and Italy, along with survey data obtained from several other foreign legislatures.

Copies of the report, *Background Information on Records of the House of Representatives*, issued by the Subcommittee on Rules of the House of the House Rules Committee in March 1988, are available for purchase from the U.S. Government Printing Office.

**The National Historical Publications and Records Commission (NHPRC) recommended the following projects in the MARAC region for funding at its October meeting:**

- Image Permanence Institute, Rochester Institute of Technology, Rochester, NY: A grant to continue research into the use of sulfiding treatment to protect microfilm, negative duplicating film, and archival prints against oxidation deterioration ("redox blemishes" or "red spots"), even when stored under adverse conditions.
- University of Pennsylvania, School of Nursing, Philadelphia, PA: A grant to survey, appraise, and accession records and manuscript materials relating to the history of nursing in the Middle Atlantic region. The project, sponsored by the Center for the Study of the History of Nursing, will focus on records of schools of nursing, nurses' associations, health care agencies, and hospitals.
- Virginia State Historical Records Advisory Board, Richmond, VA: A grant for a project to develop a statewide preservation plan for archives and manuscripts and support conservation/preservation surveys in up to forty manuscript repositories.
- New Jersey Division of Archives and Records Management, Trenton, NJ: A grant to develop four units of a comprehensive series of training modules in archival and records management theory, methodology, and law for state and local government officials. The modules will integrate a professionally produced videotape, printed workbooks, and personal instruction.

## !!! SUPPORT A MARAC "FIRST" !!!

MARAC proudly announces publication of the first volume in a new series of Archival Symposia. *Constitutional Issues and Archives* contains a selection of papers focusing on certain "constitutional" issues that are reflected in the work of archivists. They were presented at MARAC's Fall 1987 Conference in Charleston, West Virginia, and were selected on the basis of their excellence, suitability for publication and relation to the general theme: "Archives: The Living Constitution", which focused on the role of archives in a democratic society.

Publication of this volume of conference papers represents a new direction for MARAC. Our goal is to expand opportunities for individual professional development through publishing, and to encourage and reward excellence in the preparation of conference papers. Since it is not possible for many of our members to attend two meetings a year, it also allows individuals to derive benefits otherwise missed.

First in the series, *Constitutional Issues and Archives* contains in the words of one of its reviewers, "one of the strongest and finest statements of the meaning and value of archives in society." Penned by James Gregory Bradsher, this foreword should be read by aspiring archivists everywhere, and even "experienced" archivists will find new meaning in their professional role.

Leonard Rapport's now legendary luncheon address is also included as it allows us to share in a truly unique experience, searching for documents relating to the federal Constitutional Convention and ratification of the Constitution, not once, but twice, over a span of thirty years. Besides demonstrating the vital role played by archivists in identifying and preserving historical documents, Leonard's "intimate" reminiscence of his experiences across the MARAC region provides insights into our own professional past.

The essays that follow can be grouped into three broad categories: freedom of information and personal privacy, documentation issues, and copyright and freedom of information. The essays, in fact, constitute a primer on these subjects. Reflecting MARAC's attempts to present and broaden the archivist's viewpoint, four of the nine papers are by professionals from other fields — a doctor, an attorney, a history professor, and a filmmaker.

The archivists' papers discuss the issues of individual privacy versus the public's right to know in terms of theory and practice and the effects on documentation. The attorney, who works in an archives, and the historian, who publishes information preserved in archives, address the Copyright Law of 1976, a discussion which inevitably touches on freedom of information, privacy, and documentation matters. The physician and filmmaker discuss documentation challenges in the context of users and creators of archives. Together, the papers cover important administrative issues and questions with which all archivists should be familiar.

We hope that everyone will purchase a copy of this volume to express their support for MARAC's "new effort." Many individuals have given a great deal of time to this project and we believe the results justify their efforts. Even so, publication costs for this handsome volume were considerable, and of necessity, we will be monitoring sales to justify future volumes in management, preservation, and automation.

Please, send in your order today and help us continue this new tradition!

Cost: \$6.00/non-MARAC members; \$5.25/MARAC members.

Mail to Brother Denis Sennett, S.A., MARAC Secretary, Friars of the Atonement, Graymoor, Garrison, NY 10524.

## GUIDE TO ARCHIVAL SOURCES IN NURSING

In December 1987 the Council on Library Resources awarded a grant to the Interagency Council on Library Resources for Nursing. Funding was provided for the purpose of developing a preliminary guide to locating archival sources in nursing. The grant, which is administered through the American Nurses' Foundation, covers one year beginning in March 1988.

Approximately 1500 questionnaires were mailed in July 1988 to repositories in the nation potentially housing archival nursing materials. The survey was sent to state boards of nursing, state nurses' associations, hospitals with closed schools of nursing, accredited baccalaureate and higher degree programs in nursing, state historical societies, state and national research libraries - public/private, public health/community nursing associations, chief executive officers of Interagency Council on Library Resources organizations, and the Medical Library Association's convention booth distribution in June 1988 (50). In addition, requests for information concerning nursing holdings were publicized in various nursing and health care journals. Also, a news release announcing the grant was distributed to health organizations.

When data entry and analysis are completed later this year, work will begin on the guide. The project will then be evaluated and consideration given to a continuing effort calling for the development of a more substantive and specific system for locating archival holdings in nursing.

### NHPRC Publications Grants

- *The Diary of Elizabeth Drinker*, Fordham University, Bronx, NY.
- *The Papers of Dwight David Eisenhower*, The Johns Hopkins University, Baltimore, MD.
- *The Papers of John Marshall*, Institute of Early American History and Culture, Williamsburg, VA.
- *The Papers of Frederick Law Olmsted*, The American University, Washington, DC.

## MARAC SERVICE AWARDS

The Steering Committee has instituted MARAC Service Awards to recognize specific contributions to the organization. Examples of eligible categories include, but are not limited to, outstanding performance in the writing or compiling of manuals, handbooks, or other documents that improve organizational operations; service as an officer, committee member, or liaison with other organizations; state caucus activities; and administrative tasks.

The Service Awards Nominating Committee invites nominations for awards to be conferred at the Spring 1989 MARAC meeting. Any Conference member may submit nominations along with justification of no more than 250 words and supporting material when appropriate (e.g. handbooks, manuals, directories, programs, brochures, reports).

Nominations for awards to be conferred at the Spring 1989 meeting must be mailed to the Service Awards Nominating Committee by January 20, 1989. Address nominations to: Robert C. Morris, National Archives-Northeast Region, Building 22, Military Ocean Terminal, Bayonne, NJ 07002-5388.

## RESOLUTION PASSED BY THE PRESERVATION OF LIBRARY MATERIALS SECTION, AMERICAN LIBRARY ASSOCIATION

WHEREAS, Ellen R. McCrady, publisher and editor of Abbey Publications, created the *Abbey Newsletter* in 1974 and the *Alkaline Paper Advocate* in 1987; and

WHEREAS, The *Abbey Newsletter* is widely recognized as an important, timely publication in the field of library and archives preservation; and

WHEREAS, The *Alkaline Paper Advocate* is the primary forum for interaction and information exchange between the library and archives preservation community and the paper industry, and aims to promote the production of alkaline paper; and

WHEREAS, Ellen R. McCrady, as the sole staff of Abbey Publications, devotes a full-time effort to the production of these publications, and single-handedly gathers significant news and articles, edits, writes, types, prints, and distributes the *Abbey Newsletter* and the *Alkaline Paper Advocate*; and

WHEREAS, The income of Abbey Publications and Ellen R. McCrady derives solely from the sale of these two publications, whose subscription rates are kept artificially low to encourage wide dissemination; now therefore, be it

RESOLVED, that the Resources and Technical Services Division of the American Library Association recognize and commend Ellen R. McCrady for her singular work, on behalf of all libraries, to promote the preservation of library and archives materials and the production of alkaline paper; and, be it further

RESOLVED, That copies of this resolution be distributed to the appropriate organizations and funding agencies.

NOTE: *Ellen R. McCrady is a former co-editor of maa's "Preservation News".*

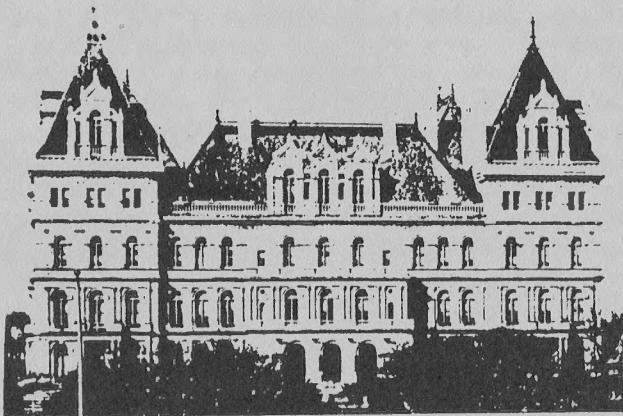
## EDUCATION / OUTREACH

The new members of the Education Committee met at the Fall 1988 MARAC meeting in Williamsburg. Jodi Koste of Virginia Commonwealth University has agreed to chair the committee, and the other members are Janet Linde, David Ment, Fred Miller, Bob Sink, and Tom Wilstead. The only members present at the Committee meeting in Williamsburg were Koste, Sink, and Miller. They were joined by Bruce Ambacher and Karen Paul. Among ideas discussed at the meeting was the committee's intention to survey the MARAC membership on the subject of workshops to be presented at future meetings. The Committee is interested in knowing what topics should be covered in workshops, particularly at the advanced level, and will also be looking for individuals who are interested in presenting a workshop. Bob Sink agreed to review old MARAC programs to compile a list of workshop topics covered in the past.

The Committee members would like to emphasize that they are in the planning stage for the Committee's future efforts and are attempting to define a focus for the Committee's activities. They are very interested in receiving suggestions from the MARAC membership.

The Committee is also planning to contact the Interim Council on Certification of SAA to recommend that a future MARAC meeting be used as a testing site. The Interim Council currently plans to give the examination at the 1989 SAA meeting in St. Louis, and the 1990 SAA meeting will be in Seattle. Neither of these locations is convenient for archivists located in the Mid-Atlantic region. Please address comments on this issue to Jodi Koste at the Virginia Commonwealth University.

Janet Linde



### **RELIGIOUS ARCHIVES: AN INTRODUCTION**

The Catholic Archives Newsletter will sponsor its fourth annual introductory archival workshop. This year the workshop will be held April 13-17, 1989, at Mont Marie in Holyoke, MA.

The workshop is open to all archivists in religious organizations (diocese, colleges and universities, social service agencies), religious orders, etc. Topics to be addressed will include beginning an archives, archival administration and planning, appraisal, collection development, arrangement, description, outreach, and conservation. Tours of local repositories will be offered. The cost of the workshop will be \$325.00 which includes all lodging, meals, and all workshop materials. The Instructors will be James O'Toole, professor of Archives and History at the University of MA-Boston and Elizabeth Yakel, project archivist for the Religious Archives Technical Assistance Project. For a registration form contact the *Catholic Archives Newsletter* at 80 Decker St., Milton, MA 02187.

### **RECORDS MANAGEMENT COURSES**

George Washington University is offering three short courses in records management taught by William Saffady, Associate Professor, School of Information Science and Policy, SUNY at Albany. Courses include Optical Disks vs. Micrographics (August 21-22), Records Management (February 22-24 and August 16-18), and Advanced Records Management (March 30-31). For further information, please contact George Washington University, Continuing Education Program, School of Engineering and Applied Science, Washington, DC 20052 or phone (202) 994-6106.

### **NEW ENGLAND MUSEUM ASSOCIATION AND OLD STURBRIDGE VILLAGE MUSEUM ARCHIVES INSTITUTE, APRIL 14-15, 1989**

The second Old Sturbridge Village and New England Museum Association Museum Archives Institute will be held at Old Sturbridge Village on April 14-15, 1989. Topics to be covered include conservation administration, copyright and trademarks, collections automation, records surveys, collection processing, management, and fundraising. The Institute is limited to 45 participants with a registration fee of \$75.00. For information call Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Rd., Sturbridge, MA 01566. (508) 347-3362.

### **NEWBERRY SUMMER INSTITUTE**

The Newberry Library Center for Renaissance Studies announces its 1989 Summer Institute in Spanish and Hispanic-American Archival Sciences, 5 July - 11 August 1989.

Conducted in Spanish, the seminar includes a thorough orientation in the archives, libraries, and manuscripts collections available for work in Spanish and Hispanic-American Studies.

Full-time faculty members and librarians with instructional responsibilities employed in American institutions of higher learning are eligible to apply for stipends of up to \$3,000 provided by the National Endowment for the Humanities. Faculty, research scholars, and advanced graduate students at universities affiliated with the Newberry Library Center for Renaissance Studies or the Folger Institute are eligible to apply for special funds to attend the institute.

The deadline for applications is 1 March 1989. Contact the Center for Renaissance Studies, The Newberry Library, 60 West Walton St., Chicago, IL 60610, (312)943-9090.

### **EDITING HISTORICAL DOCUMENTS**

The 18th annual institute for the Editing of Historical Documents is 19-30 June 1989 in Madison, Wisconsin. Jointly sponsored by the National Historical Publications and Records Commission, the State Historical Society of Wisconsin, and the University of Wisconsin, the institute provides detailed theoretical and practical instruction in documentary editing. Major funding for the institute is provided by the Andrew W. Mellon Foundation.

The deadline for applications is 15 March 1989. For more information, contact NHPRC, Room 300, National Archives Bldg., Washington, D.C. 20408, (202)523-3092.

## GEORGIA ARCHIVES INSTITUTE

The 23d annual Georgia Archives Institute, an introduction to archival administration, will be held June 12-23 in Atlanta. It is sponsored by Atlanta University School of Library and Information Studies, Georgia Department of Archives and History, and the Jimmy Carter Presidential Library.

Designed for beginning archivists, librarians, and manuscript curators, the Institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The two-week program will focus on an integrated archives and records management approach to recordskeeping and will feature lectures and demonstrations, a supervised practicum, and field trips to local archives. Topics will include records appraisal, arrangement and description of official and private papers, conservation, legal issues, and reference service.

Tuition is \$375. Enrollment is limited. The deadline for receipt of application and resume is April 1, 1989. Participants needing housing should so note on their application and information will be provided.

For more information and application, write: A.V. Lawson, School of Library and Information Studies, Atlanta Univ., Atlanta, GA 30314.



## TAPPING GRANT SOURCES

A workshop series "Tapping Grant Sources for Preservation and Conservation" will take place February 21 (Monmouth County Library), February 23 (Newark Public Library), and February 25, 1989 (Gloucester County Historical Society). The workshops are sponsored by the New Jersey Library Association's Preservation Section, MARAC's New Jersey Caucus, and the Monmouth Librarians Association. For further information, please contact Susan Swartzburg, Alexander Library, Rutgers University, New Brunswick, NJ 08903 or phone (201) 932-8573.

## ARCHIVES AND RECORDS MANAGEMENT CONFERENCE PLANNED

Under the terms of a grant from the State Historical Records Advisory Board's "Pennsylvania College and University Archives and Manuscripts Regrant Program," which is funded by the National Historical Publications and Records Commission and the Pennsylvania Historical and Museum Commission, the State System of Higher Education will offer an archives and records management conference for college and university staff and administrators and other interested individuals. The State System has contracted with Millersville University to develop the program and handle local arrangements. Robert Coley, Archivist and Special Collections Librarian at Millersville, will coordinate the conference and has appointed an advisory committee to assist him.

The two-day conference will be held at Millersville University on March 29-30, 1989, and will be offered again at Indiana University of Pennsylvania on April 12-13, 1989. The conference will include sessions on the basic level for archivists, records managers, administrators and other records custodians and will cover topics such as establishing archival and records management programs; sources of funding; inventorying, appraising and scheduling records; arrangement and description; automation; conservation; reference and outreach; finding aids; and security and confidentiality. For further information, contact Robert E. Coley, Ganser Library, Millersville University, Millersville, PA 17551, (717) 872-3624.

## CONFERENCE ON THE HISTORY OF WOMEN RELIGIOUS

The History of Women Religious Network is sponsoring a Conference on the History of Women Religious, at The College of St. Catherine, St. Paul, Minnesota, Sunday, June 25, through Wednesday morning, June 28, 1989. Plenary and concurrent sessions are planned to allow time for participants to share particular research interests as well as to explore and plan together regarding desirable future directions in this field. A limited number of papers illustrative of contemporary research and use of sources unique to the field will be accepted for presentation at the two concurrent sessions; shorter papers describing research in progress will also be accepted for presentation at panel and magnet group sessions. Persons desiring the next circular with program and registration information should send their name and address to the Conference address as given below. Persons who wish to present papers of either type should send their proposal in the form of a one-page abstract, accompanied by a one-page vita, by January 10, 1989, to the same address: Conference on the History of Women Religious, 1884 Randolph Avenue, St. Paul, MN 55105.

## 1989 NAGARA ANNUAL MEETING

The National Association of Government Archives and Records Administrators (NAGARA) will hold its 1989 annual meeting at the Edgewater Inn, Seattle, Washington from July 16-19, 1989.

The program will include sessions of special interest to local government representatives under a general theme of outreach and advocacy. Sessions will address technological challenges, resource issues, documentation, and other aspects of government records management and archival administration. Tours of local archives and records facilities are planned. Registration for the meeting is \$148.00. For more information on NAGARA or the conference in Seattle, please contact Jeff Jagnow or Mary Alice Sosby at The Council of State Governments, Iron Works Pike, P.O. Box 11910, Lexington, KY 40578, or (606)252-2291.

**ARCHIVES AND SPECIAL COLLECTIONS ON WOMEN IN MEDICINE:  
THE MEDICAL COLLEGE OF PENNSYLVANIA ANNOUNCES  
SUMMER RESEARCH FELLOWSHIP - 1989**

The M. Louise Carpenter Gloeckner, M.D., Summer Research Fellowship Award Committee of the Archives and Special Collections on Women in Medicine, The Medical College of Pennsylvania, is now accepting applications for summer 1989 research using materials in the Archives and Special Collections at the College.

The Archives & Special Collections on Women in Medicine is a research facility located at The Medical College of Pennsylvania. The Archives portion of the collection is composed of the business and academic records of The Medical College of Pennsylvania dating back to its founding in 1850 as the Female Medical College of Pennsylvania, the first and only extant medical school regularly organized for the education of women physicians. The Special Collections on Women in Medicine comprises the personal papers and biographies of women physicians and the records of women's medical organizations, schools, associations, and hospitals. The Archives & Special Collections on Women in Medicine is the most comprehensive collection of materials in the country on women physicians.

Two grants of up to \$1,200 each for 4-6 weeks of research in the Archives will be made to applicants selected by the Award Committee. One grant is reserved for medical students, the second for all other eligible researchers.

For an application and description of the Fellowship, write to the Archives and Special Collections on Women in Medicine, The Medical College of Pennsylvania, 3300 Henry Avenue, Philadelphia, PA 19129. Deadline for submitting completed application is 15 February 1989.

**NEDCC OFFERS TRAINING  
FOR GENERAL CONSERVA-  
TION PLANNING SURVEYS**

The Northeast Document Conservation Center invites applications for a five-day workshop to train approximately ten paper conservators in techniques for performing general surveys. This program will be held May 1-5, 1989, at the Essex Institute in Salem, Massachusetts, and is funded in part by a grant from the Institute for Museum Services.

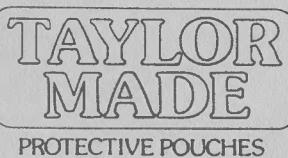
The curriculum of the workshop will focus on the one-day survey as a planning tool: it will review the factors that contribute to collection damage, address a surveyor's clues to their presence, and discuss strategies for correcting problems. A tutorial survey of the host institution will be conducted, and recommendations for gathering information and writing reports will be made. The program goal is to expand the regional availability of experienced surveyors. We will build survey skills on the experience of participants in providing condition surveys and treatment for paper-based materials.

The fee for the workshop will be \$90.00; participants will also be responsible for travel and lodging. Participants will be chosen on the basis of conservation training and experience, geographic representation, communications skills, and availability to use the training to benefit institutions in their regions.

For further information, please contact Karen Motylewski, Northeast Document Conservation Center, 24 School Street, Andover, MA 01810.



**Managing the Preservation of  
Serial Literature: An  
International Symposium** will be held May 22-24, 1989 at the Library of Congress. The symposium fee is \$150. For further information, please contact Robert Harriman, Serial Record Division - LM515, Library of Congress, Washington, DC 20540.



PROTECTIVE POUCHES

For  
DOCUMENTS  
MANUSCRIPTS  
PHOTOS

**Clear, Strong, Inert,  
Dimensionally Stable  
DuPont "MYLAR"® Type D**

- 3-Seal pouches
- 2-Seal pouches
- Folders
- Special sizes & shapes

**WE CAN DO SMALL, SPECIAL JOBS**



(215)459-3099

Taylor Made Company · P.O.Box 406 · Lima, Pa. 19037

\* 'MYLAR' IS A TRADE NAME OF DUPONT

## STATE AND LOCAL NEWS

### D.C.

#### FREER GALLERY ARCHIVES

The Freer Gallery of Art and the Smithsonian Institution's Arthur Sackler Gallery have created a combined archives.

The Freer Gallery of Art, which was opened to the public in 1923, was a gift to the nation from the Detroit businessman Charles Lang Freer (1856-1919). The museum's holdings include an eclectic combination of Oriental and American art reflecting Freer's inspired connoisseurship. The collector was a close friend of the artist James A. McNeill Whistler, who in the 1890s impressed upon Freer the importance of extensive study in Oriental arts and civilization. As Freer collected works from the Orient, he also acquired turn-of-the century American paintings whose delicacy he perceived as a suitable complement to his Oriental holdings.

Adjacent to and complementing the Freer Gallery of Art stands the Smithsonian Institution's newest museum, the Arthur M. Sackler Gallery. The Sackler Gallery's growing collection of Asian art is founded on a gift of one thousand masterworks given by the late medical researcher, publisher, and art collector Dr. Arthur M. Sackler (1913-1987). These two museums share one administration under the auspices of the Smithsonian and form a unique center for the study of Asian and American art.

For information on the Archives and its holdings contact Archivist Hennessey, Arthur M. Sackler Gallery, 1050 Independence Avenue, S.W., Washington, D.C. 20560.

### NY

The 1989 "La Guardia Archives Calendar" has been published. The illustrations feature the 1939 New York World's Fair. For copies, please contact Richard K. Lieberman, La Guardia Archives, 31-10 Thomson Avenue, Long Island City, NY 11101.

(NY Continued on p. 11)

### NJ

The archives of the Medical Society of New Jersey has been recently established with funds provided by a grant from the New Jersey Historical Commission. The Society was organized in 1766. The collection includes correspondence, scrapbooks, photographs, clippings, pamphlets, documents, books, and a small collection of medical instruments dating from the colonial period. For further information please contact the Medical Society of New Jersey, 2 Princess Road, Lawrenceville, NJ 08648.

#### HESSIAN PAPERS TO BE PUBLISHED

Morristown National Historical Park has agreed with G.K. Hall and Company to produce a microfiche edition of the papers of Hessian units serving in North America during the American Revolution. Housed in the park library, the papers are the most significant collection of Hessian materials outside of Germany.

After the Revolutionary War, Hessian order books, reports, letters and journals were deposited in German archives. They covered campaigns throughout the war, viewed from the Hessian perspective.

In the early twentieth century, William Van Vleck Lidgerwood, a resident of Morristown, a founding member of the Washington Association of New Jersey and a collector of antiquarian books and manuscripts, hired scholars to copy some 20,000 pages of these records. He brought the transcriptions back to Morristown and later donated them to Morristown National Historical Park.

The historical significance of the papers lies in the unique position of the Hessians in the war. Mercenary allies of the British, the German troops had no particular quarrel with the American rebels, and no more than a financial allegiance to the Crown. Consequently, they could be critical of British friend as well as American foe.

Nearly ninety percent of the Hessian papers have been translated into English. The forthcoming microfiche edition, anticipated next year, will include the translations as well as the original German. Until it is released the records can be studied only by appointment with Curator James L. Kochan, Morristown National Historical Park, Washington Place, Morristown 07960 (201) 539-2016.

### PA

#### MANUSCRIPT THEFT

Almost 400 manuscript items were recently stolen from the archival collection of the Lackawana Historical Society, Scranton, Pennsylvania. A service such as BAMBA (Bookline Alert: Missing Books And Manuscripts) is useful in this unfortunate circumstance.

Stolen items include correspondence relating to the Susquehanna Company Purchase, the Confirming Act, the Yankee-Pennamite Wars, and the Wyoming Massacre, dated between 1750 and 1829; an 1869 letter by Brigham Young; a portrait sketch of Baron Von Steuben; an 1818 letter written by Alexander Hamilton to Hezekiah Smith; deeds and letters signed by John Penn, Colonel John Franklin, Timothy Pickering, Zebulon Butler, and W.H. Richmond; and notebooks, dated 1864-1917, of William Walker Scranton.

Anyone interested in receiving a complete list of the missing materials or who has information about the above items should contact Dorothy Silva, Executive Director, Lackawana Historical Society, 232 Monroe Avenue, Scranton, PA 18510, (717) 344-3841.

(PA Continued on p. 11)

(PA continued from p. 10)

#### HEX MURDERER TRIAL

The quick and decisive action taken by York County Clerk of Courts, Marlyn Holtzapple, in the spring of 1988, has enabled the county to recover the long missing official stenographer's transcript of the 1928 trial of "hex murderer" John Blymire. Working through his solicitor, Joseph C. Korsak, Mr. Holtzapple was able to persuade a cooperative New York City bookseller to return the records to public custody. The transcripts were being offered for sale for \$10,000. The Blymire case was the subject of a recent movie starring Donald Sutherland.

#### UNIVERSITY OF PITTSBURGH NAMED AS DEPOSITORY FOR ARCHIVES FOR THE HISTORY OF QUANTUM PHYSICS

The University of Pittsburgh Library System has been named as a library of deposit for the Archives for the History of Quantum Physics (AHQP). The other eight depositories are: The Bohr Institute, Copenhagen; the American Philosophical Society, Philadelphia; the University of California, Berkeley; the American Institute of Physics (AIP), New York; the University of Minnesota, Minneapolis; the Academia dei XL, Rome; the Science Museum, London; and the Deutsches Museum, Munich.

The AHQP contains microfilm copies of the transcripts of many of the surviving pioneers of the development of atomic and quantum physics as well as their correspondence from the turn of the century through the 1930s. The collection will complement materials already held in the University's Archives for Scientific Philosophy in the Twentieth Century which contains manuscript materials of Rudolph Carnap, Hans Reichenbach and Frank Plumpton Ramsey.

The collection, consisting of 301 reels of microfilm, will be available to scholars and students through application to the Special Collections Department, 363 Hillman Library, University of Pittsburgh, Pittsburgh, Pennsylvania 15260 (412) 648-8190.

#### JEWISH LIFE IN PHILADELPHIA

An exhibition highlighting the collections of the Philadelphia Jewish Archives Center at the Balch Institute is scheduled for April 21 - July 11, 1989. It is titled "Jewish Life In Philadelphia, 1840-1940," and it has two goals: 1) to showcase the holdings of the Jewish Archives and illustrate the processes by which the archives identifies, collects, and preserves the history and heritage of the Greater Philadelphia Jewish community; 2) to explore and describe the history of the regional Jewish community.

It will be the first major public showing of the material which the Center has collected since its founding in 1972. The exhibit will explore the history, culture, and art of the community through photographs, prints, posters, documents, manuscripts, and ceremonial objects. It will touch on all aspects of Jewish life and culture from immigration, synagogues, schools, businesses and hospitals to theater, unions, arts, institutions, and benevolent societies. The items to be displayed will be examined from the perspectives of social and cultural history, and the exhibit will address a broad constituency from different economic and social strata. A fully illustrated catalogue will accompany the display.

The Balch Institute's Education Department will develop special interpretive and ancillary programming to augment and enhance understanding of the exhibition. Special public programs representing a wide variety of themes as suggested by the exhibition will be scheduled. Sunday afternoon lectures, demonstrations of traditional crafts, music and dance performances, and films will also be presented. An audio-visual curriculum package documenting the exhibition for classroom use is also proposed.

For further information, please contact Gail Stern, Balch Institute, 18 South Seventh Street, Philadelphia, PA 19106 (215) 925-8090.

(NY continued from p. 10)

#### GOV. CUOMO SIGNS DOCUMENTARY HERITAGE ACT

The New York Documentary Heritage Act was signed into law by Governor Mario Cuomo on September 1 (Chapter 679, Laws of 1988). The new Law provides support for historical records programs and for organizations that offer services to these programs. The origins of the Act can be traced to *Toward a Usable Past*, the State Historical Records Advisory Board's 1984 report to the Governor. The report noted that many of New York's historical records programs are under-supported and underdeveloped. Establishment of a regionally-based advisory service system to assist these programs, and a state grant-in-aid programs to provide partial support for historical records programs were recommended in the report. The new Law implements these recommendations. The Legislature provided \$250,000 in the FY 88-89 Local Assistance Budget to support the program.

Under terms of the Documentary Heritage act, at least \$100,000 in aid will be available for regional advisory and assistance agencies to provide advice and assistance to historical records repositories in their regions. These agencies will be the Reference and Research Library Resources Systems (3R's) or alternative agencies within their regions. Additionally, up to \$100,000 in grants will be available for individual historical records program projects and/or cooperative projects. The new Law also makes up to \$7,500 in aid available to SUNY Central Administration, and the same amount to CUNY Central Administration, to guide and promote the development of programs for SUNY's and CUNY's own archival records.

The Documentary Heritage Program will be administered by the State Archives and Records Administration (SARA). For information, please contact Office of Cultural Education, New York State Education Department 10A46 Cultural Education Center, Albany, New York 12230 (518) 474-1195

(NY continued from p. 11)

#### NY MUNICIPAL ARCHIVES EXHIBITION

"Building the City's Infrastructure: Public Works in New York, 1888-1988," is an exhibition of historical photographs and documents from the Municipal Archives and artifacts from various city agencies. It is scheduled to open in the lobby of the Surrogate's Court building at 31 Chambers Street, late in January 1989. It will be shown Monday-Friday, 9 a.m.-5 p.m. For further information, please call (212)566-5090.

\*  
Rochester General Hospital's Baker-Cederberg Museum and Archives has received a Certificate of Commendation from the American Association for State and Local History (AASLH). The award was presented at the Association's annual meeting in Rochester on September 15.

The Baker-Cederberg Museum and Archives was established in 1947 as part of the Hospital's centennial, preserving and exhibiting materials from Rochester General's past. It houses collections of minute books, scrapbooks, uniforms, memorabilia, a 15,000-image photo collection, and several special collections. There is a complete collection of early hospital records, as well as a photo collection dating from 1865.

#### VA

The next lecture in the 1988/89 History of the Health Sciences Lecture Series at the Claude Moore Health Sciences Library, University of Virginia is "The Spiritual Power of Maternity: Reflections on the Historical Legacy of Women Physicians" presented by Regina Morantz-Sanchez. It will be held February 6, 1989, at 5 pm. For further information, please contact Joan Echtenkamp, Box 234, University of Virginia Health Sciences Center Library, Charlottesville, VA 22908 or phone (804) 924-0052.

(VA continued on p. 13)

(PA continued from p. 11)

*Pennsylvania History*, the journal of the Pennsylvania Historical Association, has a new editor, Michael Birkner, a member of the History Dept. at Millersville University. Birkner is actively soliciting announcements of newly processed collections which are relevant to PA history, be they in PA repositories or not. He is also interested in any research-in-progress notes. Submissions may be sent to Michael Birkner, c/o Department of History, Millersville University, Millersville, PA 17551.



Pennsylvanians needing rides or willing to offer rides to upcoming MARAC conferences, should contact Judith Robins, (215) 928-7769, Thomas Jefferson University in Philadelphia. She will act as a clearinghouse to match up riders with rides. The Spring MARAC conference will be held in Albany, NY.



Richard Cox, formerly with the NY State Archives, has accepted a position on the faculty of the Library School at the University of Pittsburgh and is offering courses in archival theory and practice.



The Philadelphia Area Consortium of Special Collections Libraries is developing a name authority file as collections are reported to OCLC and RLIN. For further information and/or to be placed on the mailing list, contact David Weinberg, Urban Archives Center, Paley Library, Temple University, Philadelphia, PA 19121, (215) 787-8257.



The PA Federation of Museums and Historical Societies will be holding its annual meeting in Carlisle, PA on April 7-8, 1989. The Federation represents over 250 PA organizations and functions as a clearinghouse of information, fosters communication amongst the members, and promotes legislation. Some of the proposed meeting topics are: legal and ethical issues, security, using collections to teach, and current research in PA history. This conference is an excellent way to meet our colleagues in PA art museums and historical societies. For further information contact Linda Franklin Smith, Executive Director, Cumberland County Historical Society, PO Box 626, Carlisle, PA 7013 or phone (717) 249-7610.



The Mid-Atlantic Preservation Service (MAPS) headquartered on the Lehigh University campus, has received a grant from The Pew Charitable Trusts for construction of a microfilm production and research laboratory. Rapid growth in the demand for MAPS' services, as well as its desire for space to develop its technology, led to the campaign to construct a larger facility.

#### Archival Quality Microfilming

HIGH QUALITY & PRODUCTIVITY  
LOW COST & NO AGGRAVATION

*A not-for-profit service for archives, libraries, & museums*

Call MAPS Today for Prices and Details  
215-758-5390

Mid-Atlantic Preservation Service  
118 Research Dr., Bldg. J  
Bethlehem, PA 18015

(VA continued from p. 12)

The Virginia State Library and Archives has been awarded a grant from the National Historic Publications and Records Commission (NHPRC) to enter series descriptions of over 2000 of the Library's most valuable government records on Research Libraries Information Network (RLIN).

Virginia is participating in this project with government records repositories from Massachusetts, the District of Columbia, Georgia, Kentucky, Nevada, and Oregon. The RLIN Government Records Project is a continuation of the Seven States Project, for which seven state archives entered thousands of records descriptions onto RLIN during 1986-87. This project has been and continues to be instrumental in creating descriptive standards for government records in the Machine Readable Cataloging - Archival Manuscripts Control (MARC - AMC) data exchange format.

For further information please contact Janice M. Hathcock, Virginia State Library and Archives, 11th Street at Capital Square, Richmond, VA 23219-3491 or phone (804) 786-7133.

#### **FORBES PURCHASES GEN. LEE'S LETTER**

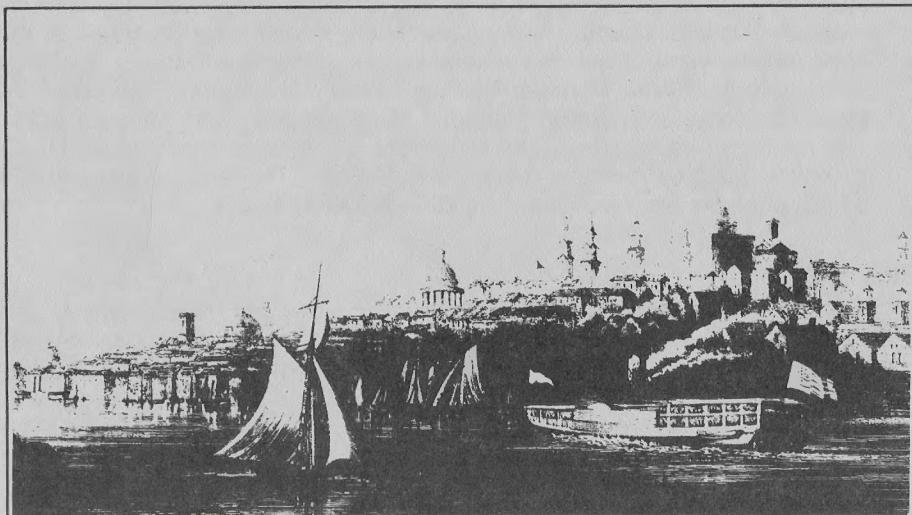
Malcolm S. Forbes was the high bidder at Sotheby's October 26, 1988, on a letter sent by Robert E. Lee to Ulysses S. Grant on the morning of April 9, 1865, the day the Confederate Army of Northern Virginia surrendered to Union forces at Appomattox Courthouse, Va.

The Lee letter cost Forbes \$220,000, including commission to the auctioneer.

The letter is a heretofore unknown second copy of a follow-up note sent April 9, 1865, by Lee to Grant asking for a "suspension of hostilities" pending a meeting between the two generals to agree to the official surrender of the Confederate Army of Northern Virginia. The surrender took place later in the day at Appomattox Courthouse. Earlier in the day, Lee — not knowing exactly where Grant was located — sent the Union general duplicate surrender messages.

The letter turned up in a collection of papers loaned to the Alderman Library at the University of Virginia in 1985 by descendants of William S. Hillyer. Hillyer was a friend of Grant's who served for a time as an officer on his staff, and the letter apparently was given to Hillyer as a souvenir by Grant or one of his aides.

Written in pencil by Lee's aide, Charles Marshall, to whom it was dictated, and signed "R.E. Lee, Gen.", the letter reads: "I ask for a suspension of hostilities pending the discussion of the terms of surrender of this army in the interview which I requested in my former communication of today."



#### **PEOPLE**

**EVELYN GONZALEZ**, who had been processing the Parks Administrations Records at the New York Municipal Archives, is now Reference Archivist there.

**EVELYN FRANGAKIS** has left the Conservation Center for Art and Historic Artifacts to seek an advanced certificate in Preservation Administration at Columbia University's School of Library Science. She has been awarded the International Thompson Organization scholarship.

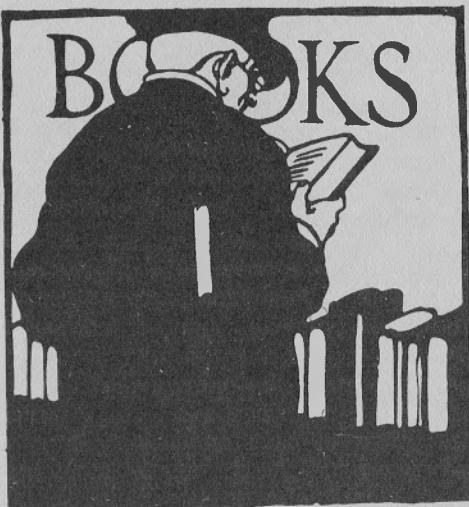
**NANCY S. MACKECHNIE** has been named Curator of Rare Books and Manuscripts at the Vassar College Library.

**ROY H. TRYON**, formerly Delaware State Archives and Records Administrator and active MARAC member and contributor has been named Deputy Director for Archives and Records Management with the South Carolina Department of Archives and History.

**GREGORY HUNTER**, MARAC Treasurer, has received his PhD in American History from NYU. If you would like to reach the Doctor, please don't make house calls even though that number is listed in the Directory. Instead, call him in the office at (212) 940-1690.

**ELSALYN PALMISANO-DRUCKER** has resigned from her position as Director of the Ann May School of Nursing Library, Jersey Shore Medical Center. Her address and phone are 446 Monmouth Road, West Long Branch, NJ 07764, (201) 870-9194. She has been elected President and **FREDERIC C. PACHMAN**, Secretary-Treasurer of the Interagency Council on Library Resources for Nursing, 1988-90.

**CATHERINE T. BRODY** is now Director of Archives at New York City Technical College of the City University of New York.



## REFERENCE SHELF

### ARTIST'S RECORDS

"Issues in the Acquisition of Artist's Records" by Victoria Kendell Blinkhorn appears in *ABCA Newsletter* (v.14, no. 2, Fall 1988, p. 6-8). It is available from the Association of British Columbia Archivists, P.O. Box 3859, Main Post Office, Vancouver, B.C. V6B 3Z3.



The National Archives and Records Administration is distributing a quarterly list of acquisitions of archives and records management literature in the National Archives Library. It is available from NARA's Archives Library Information Center, Washington, DC 20408 or phone (202) 523-8652.



Deborah Wythe's "A Case Study in Museum Archives: The Brooklyn Museum and its Master Plan Competition" has been published in *Museum Archivist*, v.2, no. 2 (Sept. 1988) p. 8-11. It is available from the Museum Archives Roundtable, SAA, 600 S. Federal, Suite 504, Chicago, IL 60605.



*A Heritage at Risk: the Proceedings of the Evangelical Archives Conference, July 13-15, 1988* has been published by the Billy Graham Center, Wheaton College, Wheaton, IL 60187 (312) 260-5157.

## NAGARA ISSUES GUIDE ON STATE GOVERNMENT RECORDS

The National Association of Government Archives and Records Administrators (NAGARA) and The Council of State Governments have published "State Government Records and the Public Interest."

This brochure provides an important message concerning the valuable nature of state government records as both an information and a cultural resource. It also addresses the various uses of these records and the need for effective management to ensure efficiency, economy, and overall good government. In addition, the publication identifies the fundamental requirements for coherent management of state government records including statutory authority, the necessity for both a sound records management program and archival administration program (as well as their administrative placement — preferably within a single agency), the active support of government leaders, adequate resources for operation, and secure physical facilities for record storage. Finally, "State Government Records and the Public Interest" details the key elements and functions of a state records program: appraisal and scheduling, assistance to state agencies, administration of archival records, arrangement and description of records, researcher services, educational programs, and preservation of archival records.

Brochures are available for \$1.00 per copy from the Council of State Governments, Iron Works Pike, P.O. Box 11910, Lexington, KY 40578 or phone (606) 252-2291.



### Repository Guide Published

Ninety-one manuscripts and records repositories are described in the *Directory of Repositories in Virginia* compiled by Louis H. Manarin, state archivist. Directory entries include a brief description of holdings, location and telephone number, hours of operation, and available services. Repositories include public libraries, colleges and universities, museums, historical societies, business archives, and foundations. Copies are available upon request from the Archives and Records Division, 11th and Capital Streets, Richmond, VA 23219 or phone (804) 786-2306.



The University of Chicago Press has just published *Managing Archives and Archival Institutions*, the first comprehensive archival manual published in this country since 1956, when the University of Chicago Press published Schellenberg's *Modern Archives*. The book was edited by MARAC member Greg Bradsher and contains a foreword by MARAC member Frank B. Evans. MARAC members contributing chapters to the book include Karen Paul, Bruce Abmbacher, Maygene Daniels, Kathleen Roe, John A. Dwyer, Michele Pacifico, Sharon Thibodeau, Ted Weir, Bill Moss, David Kepley, Karen Benedict, Fred Stielow, and Michael Kurtz. The book can be ordered from: University of Chicago Press Order Dept., 11030 S. Langley Avenue, Chicago, IL 60628. The cost is \$45.00 plus \$1.50 postage and handling. ISBN: 0-226-07454-9.



*The Black Experience: A Guide to Afro-American Resources in the Florida State Archives* is the result of a survey of state government records, manuscript collections, local government records, photographic collections and the Florida Collection at the State Library. The guide is illustrated and indexed. It is available free of charge from The Florida State Archives, Department of State, R.A. Gray Building, Tallahassee, FL 32399-0250 or phone (904) 487-2073.

**REFERENCE SHELF (continued from p. 14)**

*A Strategic Plan for Managing and Preserving Electronic Records in New York State Government* is a new publication from the State Archives and Records Administration (SARA) and is the final report of its Special Media Records Project. The report concludes the Project's work and proposes ways to build ongoing programs in State agencies and at the Archives to identify, better protect, preserve, and make available for research important electronic records.

The State Archives, with assistance from the Governor's Office of Management and Productivity and support from the Division of the Budget, started the Special Media Records Project in 1985 to assess special media records in State government agencies. The Project's final report is a strategic plan for improved management and selected preservation of valuable electronic records during the next five years. The Report addressed major problems that computer-generated records pose for agency administrators, records managers, and archivists, and anticipates further change in information technology.

The *Strategic Plan* provides a framework for integrating computer-generated records into improved information management programs. Its goal is to ensure that important public records, whether they are stored on paper, microfilm, or magnetic media, remain accessible to agency staff and to the public as long as they are needed. The report also proposes ways for the State Archives to identify those selected electronic records with enduring value, to preserve them, and to ultimately make them available for research under appropriate conditions. Available from State Archives and Records Administration, State Education Department, Albany, NY 12230.



Rutgers University Press has published the final (5th) volume of *The Papers of William Livingston*. It covers Livingston's writings from April, 1783, to his death in July, 1790, years when he guided the state government as it established its first permanent institutions. His papers document the monetary crisis of the 1780s, disputes over land claims, debates on the free press and censorship, Livingston's relationships with his family, and his failing health.

The papers are annotated and are supplemented by a map, portraits, a chronology, a biographical directory, and biographical essays. \$75.00.

ISBN: 0-8135-1297-2. Available from Rutgers University Press, 109 Church Street, New Brunswick, NJ 08901 or phone (201) 932-7764.

**EMPLOYMENT OPPORTUNITY**

The Winterthur Library announces the opening of two positions in the Joseph Downs Collection of Manuscripts and Printed Ephemera. The Downs Collection supports research relating to decorative arts, material culture, architecture, social history and craftsmen in America before 1914.

1. **Assistant Librarian.** Catalogue collection material using AMC format for RLIN; staff reference desk one day a week; promote manuscript collection through research that culminates in exhibitions, guides, and talks; perform administrative duties in absence of the collection head.
2. **Assistant Librarian.** Provide reference assistance to users of rare book and manuscript collections; assist in cataloguing of collection material; oversee use of microform reading room; maintain photo order records.

Preference in filling the positions will be given to applicants who hold an MLS degree and a subject MA in either history, art history, or American studies. The salary levels range from \$18,100-\$22,600 and are dependent on background and level of experience. Send resume and salary history to the Human Resources Division, Winterthur Museum, Winterthur, DE 19735.

**PUBLIC RECORDS ANALYSTS****— 4 VACANCIES**

The New York State Archives and Records Administration, State Education Department, Albany, New York is seeking resumes from qualified candidates for four Public Records Analyst vacancies. Two positions will be at the Senior level to assist State agencies with development of comprehensive records management programs, including retention and disposition scheduling, micrographics, files management, and use of modern information management technologies. Two positions are at the Associate level: one for development of a statewide information technology standards and technical assistance program and one for development and supervision of retention and disposition scheduling.

**Minimum Preferred Qualifications:** Senior Analysts — BA degree in relevant field plus three years of experience in one of the following: developing and/or reviewing records disposition schedules in an organization with a full-time records management program, appraisal of archival records, or providing educational programs, micrographics services, or technical assistance in records administration. Associate Analysts — MA degree plus four years of experience in one of the areas above, two of which must have involved supervising staff or program management.

**Approximate Starting Salaries:** Sr. Analyst — \$27,600; Associate Analyst \$36,000.

Send resume to: Margaret Hedstrom, Chief, Bur. of Records Analysis and Disposition, NY State Archives and Records Administration, 10A46 CEC, Albany, NY 12230 (518) 474-6771.

The New York State Education Department is an equal opportunity employer. Women and minorities are encouraged to apply.

## SESSION ABSTRACTS

### HANDWRITING: FROM EGYPT TO ENGLAND

Reported by Karen Stuart

Dr. Fritz J. Malval, Archivist of Hampton University, reviewed the history of the development of handwriting in the western world. He described the ways in which handwriting reflects formal and daily usage, nationality, and the influence of and on the printed word. Letter formations are the product of the tools used to form them, and the material on which they are written. Abbreviations and new character forms resulted from the need to write more quickly. He also reviewed briefly some of the methods for analyzing the authenticity of a document.

Dr. Philander D. Chase, Associate Editor of the Papers of George Washington, University of Virginia, offered a user's perspective, giving examples of some of the interpretative problems encountered by the Washington Papers staff — not only the handwriting of Washington himself but also that of his many secretaries, aides-de-camp, correspondents, and modern-day forgers. Chase also discussed some of the issues confronting editors in the adoption of a method of transcription.

### INTERAGENCY COOPERATION

Reported by E. Lee Shepard

This session focused on Virginia institutions as a case study in archival cooperation, and discussed the ways archival organizations communicate, share information and resources, and work toward common goals.

Dr. Louis Manarin, Virginia State Archivist, traced the historical development of efforts to preserve and protect the documentary records of the Commonwealth, efforts that have always been marked to some degree by cooperative goals and activity. He surveyed current and projected cooperative projects, emphasized the essential need for communication among archivists and their institutions, and underscored the value of joint efforts in this "post-custodial" age of funding cuts and shrinking resources.

Communications also was a key point in the paper presented by John B. Straw, University Archivist at Virginia Polytechnic Institute and State University in Blacksburg. He stressed that "interagency cooperation begins at home" — in our own institutions — and spreads from there. Straw emphasized his college and university perspective on archival cooperation, and suggested that current efforts have begun to dislodge the former myopia that has long hindered the pursuit of joint goals and objectives in the profession.

### COMMUNITY RELATIONS

Reported by Lucious Edwards

M. Jamila Coleman, Curator of the Harrison Heritage and Cultural Center, described a local black community's concerns that an important part of its history was threatened with the closing of the first school constructed for black children. The community and local government worked together, and their joint efforts have resulted in a successful program.

Betsy P. Pitman, James Branch Cabell Library, Virginia Commonwealth University, discussed the problems and rewards associated with developing an archival program on the campus of a major urban university. The community consists of two groups, one internal and the other external. An aggressive outreach program must convince both groups of the importance of the archives' mission and encourage their use and support.

### KEEPING ABREAST OF COPYRIGHT ISSUES

Reported by William L. Joyce

This session described current developments in the area of copyright, and how they might relate to the work of archivists. Archivists can expect considerable ferment in the area of copyright, especially in terms of the continuing search for a definition of "fair use."

Jean Preston, Curator of Manuscripts, Princeton University Libraries, recounted her experiences when J.D. Salinger resisted the publication of a biography of him by an English journalist, Ian Hamilton. Salinger copyrighted all his letters in archival repositories, and then went to court seeking injunctive relief. Salinger won the case on appeal. Preston detailed the various steps from Hamilton's research visits to Salinger's copyrighting his letters to the legal disposition.

Sarah Wiant, Director of the Law Library and Associate Professor of Law at Washington and Lee University, touched on not only the Salinger case but also Harper and Row v. *The Nation* magazine, and New Era Publications v. Henry Holt Publishing Company. Wiant's presentation demonstrated the pressures on the concept of "fair use," and emphasized that the concept, although now codified in legislation, is no closer to a consensus definition. She suggested the concept will continue to be tested in the courts where the facts must be applied to the four criteria for establishing "fair use": purpose of the work; nature of the work; amount of borrowing from the copyrighted work; and effect of the use of the copyrighted materials on the market for that material.

## SESSION ABSTRACTS

### **COPING WITH FUTURE SHOCK: DESIGNING ARRANGEMENT SYSTEMS FOR THE RECORDS OF EVER-CHANGING BUREAUCRACIES**

Reported by Daniel P. Jones

Two speakers discussed possible solutions to the problems posed in arranging records, one for a corporation formed by a merger and the other for state bureaucracies that constantly change.

Leslie M. Simon of CIGNA Corporation Archives described how the Archives handles records for the existing company, established in 1982, as well as its predecessors. Steps taken include: maintaining the records of each constituent company up to the date of the merger in separate collections; creating new collections for post-1982 CIGNA records and for all visual materials; operating two archives, one in Philadelphia and the second in Hartford; and dividing each separate collection into record groups that are defined largely in functional terms, e.g. administration, finance, legal.

Daniel P. Jones, New Jersey State Archives, described the institution's proposed method of arranging records. He stated that traditional arrangement schemes, in which records are organized under the name of the agency that created them, cannot cope with the fluctuating nature of modern governmental bureaucracies. He reviewed solutions that have been suggested or implemented by other archives, including use of the MARC AMC format, but concluded that they are not appropriate for the particular needs of the New Jersey State Archives. The Archives plans instead to organize records according to the function by which they were produced, e.g. taxation, health, education. Since these functions change more slowly than administrative organizations, they form a more stable foundation on which to establish an archival arrangement scheme.

Chair and commentator Kathleen Roe of the New York State Archives reported on her own work in attempting to establish standard functional descriptors for state government records. She called for increased communication in the archival profession on the subject of arrangement and description in order to promote improved practices and to avoid costly and unnecessary duplication of effort.

### **ACADEMICIANS AND ARCHIVES: THE HISTORIAN AND THE ARCHIVIST**

Reported by Guy R. Swanson

Professor Ludwell H. Johnson III, Department of History, College of William and Mary, observed that the archival profession has three cardinal duties: acquisition, preservation, and access. He stated that historians do not consider acquisition as exclusively an archivist's duty and suggested that it would benefit

historians if they received some archival training while in graduate school. Johnson thought historians needed to know more about the resources required for conservation, and urged that archivists and historians work more closely together to ensure quality publications based on unique primary materials. He suggested that historians should help create the proper conditions for archivists to do their jobs. For instance, when praise was due, notify directors and heads of departments; and encourage and support archivists' efforts to gain appropriate salaries, obtain needed funding for specific projects, and enhance their status.

Peter J. Parker, Director, The Historical Society of Pennsylvania, assessed the strengths and weaknesses of archivists and historians. He described archivists as generalists familiar with a variety of data and an understanding of its contextual placement while historians might be experts in a particular subject, and were trained to analyze and interpret data. Historians sometimes had tunnel vision and did not understand context while archivists might lack conceptual understanding. Parker discussed his role as the director of a major historical society, and the relationship between the society and the academic community. He noted some of the problems he had as a manager — staffing, conservation, access, and budget, problems that academics might mitigate by designing research programs that provided support to the repositories in which they worked. Parker also stated that the explosion of information in various media today, and the cost of access were major issues that the academic and archival communities must jointly address.

### **ARCHIVAL SECURITY: COOPERATING TO RECOVER STOLEN MATERIALS**

Reported by Karen Stuart

Speaker Katharine Kyes Leab of Bookline Alert/Missing Books and Manuscripts (BAMBAM) outlined some "Horrible Home Truths": 1) Make reluctant administrators understand that security is a priority. It is increasingly likely that staff members will have to prove their innocence at some time; 2) Make sure there is a written security policy covering procedures in case of fire, flood, bombing, vandalism, and theft and that all staff members know their legal and procedural rights and responsibilities; 3) The staff security officer must have the authority to act on behalf of the institution; 4) "Take a cop to lunch" to foster mutual understanding of procedures; 5) Publicize losses. It is the best way of recovering lost items. 6) Apply security procedures to all personnel, including the head of the institution and visiting trustees; 7) The thief is "always" someone you've known and trusted twenty years — there is never a good reason to relax procedures.

(Continued on p. 18)

## SESSION ABSTRACTS

(Continued from p. 17)

8) Stamp manuscripts with visible, permanent ownership marks. 9) No records concerning usage of materials should be discarded for ten years.

John Ballinger of The Bookpress, Ltd, a Williamsburg rare book dealer, presented a case study of a theft that occurred at the University of Georgia. It illustrated the principles he outlined earlier and indicated the role that dealers play in the identification and prosecution of thefts of rare materials.

### CARE AND USE OF ARCHITECTURAL AND CARTOGRAPHIC RECORDS

Reported by Marianne M. Withers

Architectural and cartographic records — maps, drawings, and plans — have their own particular needs and require special care both physically and informationally. This session examined through two slide presentations an archival collection and a collection of active records, including their processing, preservation, and research use.

Charles Taylor, Assistant Chief of the Cartographic and Architectural Branch of the National Archives and Records Administration, gave an overall view of his agency's holdings, discussing their nature and content, acquisition, appraisal, preservation, arrangement, description, and reference use. Taylor stressed the importance of proper handling and felt that the most critical time was between the material's removal from the drawer to its arrival at the researcher's table. He suggested that encapsulation was the preferred method of preservation, and spoke of the need for proper facilities.

Mary O. Keeling, Architectural Research Librarian at the Colonial Williamsburg Foundation, described the materials in the Library's collection. She pointed out that these records are tools of the architect and, in addition to describing a constructed building, are also a record of the architect's career. Noting the problems that such a frequently used collection incurs, Keeling indicated that development of a long range plan had become a priority since the collection's relocation to the Library.

### THE NATIONAL ARCHIVES IS A NICE PLACE TO VISIT, BUT WOULD YOU REALLY WANT TO WORK THERE?

Reported by Judith Thorne and Susan Riggs

The answer when put to the panel of three current and one former NARA employee was "yes."

The moderator, Judith Thorne, described the session as a nuts and bolts discussion. She listed the three ways to become an archivist at NARA: 1) entry level professional; 2) mid-level professional; or 3) archives technician and compete for a position as an entry-level archivist.

Arthur Sniffin, a former NARA trainee and now a field archivist at Cornell University, enthusiastically described the pleasures of working in a large institution with such rich holdings. Jennifer Davis, a second-year archivist at NARA, stressed the training opportunities and growth potential available but also mentioned the high cost of living in Washington and the sometimes compartmentalized nature of the work in a large institution.

Cynthia Fox, an archivist on the administrative staff of the Office of the National Archives, described the methods of job application, and the upcoming openings in NARA. She also provided handouts. More information will be appearing in the newsletters of SAA, OAH, AND AHA in Spring 1989 although hiring freezes and budget constraints may affect NARA plans.

The contact people for employment information at NARA (Washington, DC 20408) are: Mary Rephio, Office of the National Archives, (202) 62-3089 and Nancy Fortna, Office of Federal Records Centers, (202) 653-8439.

### APPRAISAL: INSIDE WORLD/OUTSIDE WORLD

Reported by Maygene Daniels

Two speakers, an institutional archivist and a consulting archivist, examined the functional and personal relationships between archivists and others involved in the appraisal process.

David Carmichael, Archivist of Westchester County, New York, emphasized the need for the archivist to control the relationship. He proposed strategies to help the archivist manage the appraisal process that included organizing a systematic approach to appraisal, being sensitive to the client's needs, approaching high-level officials, and involving the client in the appraisal process.

Karen Benedict, a consulting archivist, suggested the importance of appropriate consultation with outside experts concerning the value of records. She also stressed the need to balance the interests and demands of the organization with sound archival practice.

Both speakers described the human aspect of appraisal, and reminded us of the need to manage the people with whom we work on the appraisal project just as we need to manage the records they create.

### COLONIAL DAMES SCHOLARSHIP AVAILABLE

A scholarship to the Modern Archives Institute, to be held June 5-16, 1989, is available from SAA. Applicant must be employed for two years or less as an archivist at an institution with a fair percentage of its holdings in a period predating 1825. Resumes accompanied by two letters of recommendation should be submitted to: Ronald L. Becker, Special Collections and Archives, Rutgers University Libraries, New Brunswick, NJ 08903 (201) 932-7006, by April 3, 1989.

## SO MUCH SOFTWARE, SO LITTLE TIME

Selecting software for use in an archives or manuscript repository is often a complicated, headache-inducing process. Computer vendors somehow all seem to be marketing the perfect system, and everything looks good when it flashes across a multi-color screen. So how do we avoid major automated accidents? There are several alternatives to help the aspirin-prone archivist.

### SAA Archival Automated Systems Database

A good way to find out what works, and how well, is to see what other archivists are using for what purposes. An excellent starting point for this is the Society of American Archivists' database on automated systems. A year ago, Lisa Weber, then the Program Officer for Automation at SAA, conducted a survey of archival repositories. The survey asked repositories to identify the hardware and software they were using, and the archival activities that had been automated. This information has been put into its own automated database on SAA's computer system. So you can now call the new Program Officer for Automation, Marion Matters, and find out who is using a particular kind of software you might be interested in, or who has automated a particular archival activity (such as records scheduling) and what software they are using for it, and even who in your region is doing something you are interested in, so you can actually go look at the system. This is valuable information to assist in assessing software and hardware, as well as providing information on how others have gone about the automation of specific archival processes. Adult learning theory says that those of us over 21 learn best by experience, so as long as you can prove your age, this database can be really helpful in evaluating software. For more information, contact:

Marion Matters, SAA Automation Program Officer  
1936 Sargent Avenue  
St. Paul, Minnesota 55105  
(612) 698-6949

### MARAC Spring 1989 Automation Tour

For an even more concentrated experience in seeing archival automation, the 1989 Spring MARAC Conference will include an Automation Tour. On Thursday, May 4, there will be an afternoon-long repository tour to view various automated systems. Archivists who use four different automated systems will be available to give demonstrations and discuss the advantages and disadvantages of those systems. The tour will concentrate on automated bibliographic systems including:

1. RLIN (Research Libraries Information Network). New York State Library, Manuscripts and Special Collections Section. Many people have heard about this national network, but here is the opportunity to see what archival records look like on it, and the kinds of searching available.

2. MicroMARC: AMC. Daughters of Charity Archives. This microcomputer-based MARC format system is used by a number of repositories for acquisition, description, and reference activities.
3. Minaret. New York State Archives. This is the latest entry in the microcomputer-based MARC systems, and here is a good opportunity to see it.
4. CMS (Collections Management System). New York State Library and State Archives. This is a locally developed on-line catalog intended to be usable by the researchers themselves, and should provide some ideas for archivists interested in helping researchers help themselves!
5. Surprise packages. If time permits, staff will demonstrate locally developed software for various applications including accessing and patron registration.

MARAC members interested in this opportunity should plan to send in their registrations early, since the tour will have limited registration!

### Evaluation Criteria for Software

A group of archivists concerned about the lack of evaluation of software for archival purposes have gotten together and begun to look at various software and applications. The groups includes: Don Harrison, National Archives; William Reader, Department of Defense; Glen McAninch, Kentucky Department of Libraries and Archives; and Joanne Badagliacco, Pomona College. This year at SAA they offered a special focus session to report their results. The response was so good, they are continuing their efforts, and hope to offer a full two-hour session assessing even more kinds of software. In order to do their analysis, they have developed a set of evaluation criteria that provide a useful guideline for other archivists to consider when evaluating software. The areas they have identified for assessment are:

1. Environment: disk usage; memory usage; operating system.
2. Documentation: tutorials; reference guides; pocket guide.
3. Functionality (features present to accomplish a task): file maintenance; report generation; special programming.
4. Ease of Use (user friendliness): effective use of hardware; logical design features; menus and help functions; conformity to normal operating practices.
5. Support: training; product revisions; answering questions.
6. System interface: with other microcomputers; with mainframes; with other software.

Individuals interested in the project should contact: Don Harrison, National Archives, NNXA, Washington D.C. 20408.

## BUSINESS MEETING

Williamsburg, VA  
5 November 1988

**Chairperson's Report:** Karen Paul discussed the Request for Proposals found in the most recent *mid-atlantic archivist*. The RFP has been modified to eliminate the data base duty. The deadline for responses is early January.

Karen mentioned the new *maa* section on Software Reviews edited by Kathleen Roe. She also highlighted the session abstracts which appeared in the *maa*.

Finally, Karen talked about MARAC's new publication, *Constitutional Issues and Archives*. This marks a change of direction in MARAC's publications program toward the reprinting of conference papers. This shift also is intended to improve the quality of papers delivered at the conferences.

**Vice Chairperson's Report:** Karl Niederer gave the report in Martha Slotten's absence. The following meetings already are scheduled:

Spring 1989	Albany, May 4-6
Fall 1989	Philadelphia, September 21-23
Spring 1990	New Brunswick, May 17-19
Fall 1990	Washington (No Date Set)
Spring 1991	Open
Fall 1991	Open
Spring 1992	Ithaca (No Date Set)

**Secretary's Report:** In Brother Denis Sennett's absence, Karen Paul gave the report on membership.

**Treasurer's Report:** Greg Hunter gave the Treasurer's Report. He recognized the fine job being done by Bruce Abrams with publications advertising. He also congratulated Diane Shaw and the Allentown Local Arrangements Committee for the profit made at that meeting.

**Publications Committee:** Don Harrison reported on current publications projects. He mentioned the following editors: Erika Thickman Miller, Archival Symposia; Nancy McGovern, Technical Leaflets; Bruce Ambacher, Anniversary Volume.

**Service Awards Program:** Bob Morris reported on behalf of the committee composed of David Carmichael and Rebecca Ebert. The first service awards will be conferred at the Spring 1989 meeting. The deadline for nominations is January 2, 1989. Three copies of the nomination should be sent to Bob.

**Local Arrangements and Program Committees:** Eileen Parris identified and thanked the members of the Local Arrangements Committee. Waverly Winfree did the same with the Program Committee.

**Finding Aids Award:** Cynthia Miller reported on behalf of the Finding Aids Award Committee. She discussed the display of previous winning finding aids in the conference exhibit area. The deadline for submissions for next year's awards is December 31, 1988. Two copies should be sent to Cynthia.

**Albany Meeting:** James Corsaro and Kathleen Roe presented a slide show about Albany, the site of the next MARAC meeting.

**Arline Custer Award:** In Jackie Goggin's absence, Karen Paul presented this year's Arline Custer Award to the New York State Archives and the New York State Library for their cooperative publication, "Our Memory at Risk." James Corsaro accepted the award.

**Resolutions of Thanks:** Greg Hunter presented the following resolution of thanks to the Program Committee:

Whereas we've walked through history in Williamsburg Colonial  
And toured Carter's Grove Plantation baronial  
And discussed technologies from cuneiform to disk  
And learned how to have a disaster without risk  
We've faced future shock and quarreled writers as we go  
And heard more about "chambers" than we ever cared to  
[know  
We've been redoubted by Hooker, Longstreet, Early and Lee  
And learned that Early was not just a general, but a MARAC  
[plenary

Resolved that we join in a hearty jubilee  
For the Program Committee and its chair, Waverly.

Diane Shaw presented the following resolution of thanks to the Local Arrangements Committee:

Whereas we have gathered here in the great state of Virginia  
We have jitneyed to Jamestown  
capered to Carter's Grove  
and walked through Williamsburg  
We have been accommodated in redoubts most martial  
Both Yankee and Reb quite impartial  
We have been enlightened about our architectural history  
And the origin of the closet is no longer a mystery  
We have been graciously feted in this fine hall of Swem  
And feasted on danishes, quiches, biscuits and ham  
Resolved that heaps of praise, showers of gratitude

[and life-long  
immunity from similar service  
Be granted to our outstanding Local Arrangements Committee  
[and  
its most able leader, Eileen Parris.

Both resolutions were approved by acclamation, after which the meeting was adjourned.

## MARAC STEERING COMMITTEE

Williamsburg, VA  
3 November 1988

**Attending:** Karen Paul, Denis Sennett S.A., Robert C. Morris, Karl J. Niederer, David W. Carmichael, Kathleen Roe, Gregg D. Kimball, Charlotte B. Brown, Donald Harrison, Lauren Brown, David Anderson, Debra Basham, Marilyn Kussic, Max Yela, Ronald Becker, Greg Hunter, Michele Pacifico, Maxine Lurie.

**Chairperson's Report:** Karen Paul has been in touch with SAA, which intends to contact regional archives organizations regarding outreach programs.

She encouraged the membership to try to promote the new MARAC publication *Constitutional Issues and Archives*. She also said that anyone interested in serving on future program committees should contact Karl Niederer, and asked that this be brought up at the State Caucus meetings.

**Vice Chairperson's Report:** Karl Niederer reported for Martha Slotten and announced future meeting dates:

Spring 1989	Albany, NY	May 4-6
Fall 1989	Philadelphia	Sept. 21-23
Spring 1990	New Brunswick, NJ	May 17-19

**Secretary's Report:** Denis Sennet S.A., gave the report of the current membership which totals 856 members.

### MARAC MEMBERSHIP COUNT BY STATE CAUCUS

As of November 1, 1988

Dist of Columbia	188	Delaware	12
Maryland	70	New Jersey	60
New York	220	Pennsylvania	163
Virginia	84	West Virginia	11
Others	48		
		Total	856

He then announced that the new renewal forms are in the mail and distributed copies to Steering Committee members who received them enthusiastically.

He also asked each state caucus to try to encourage membership as we have lost about 150 members this year. We do not have a membership brochure ready for distribution at this time. Dues must be paid by the first of the year in order to be eligible for the membership directory when it is published.

At this point Don Harrison reported that he had discussed with Action Mail all the additions which we would like placed in our data base. Action Mail reported that they will be able to comply.

Discussion was then held on what is to be placed in the data base and Lauren Brown made the following

motion: "Be it moved that MARAC ask Action Mail to add to its present data base all elements which appear in the 1988-89 annual dues notice, particularly the state caucus preference elements." Passed unanimously.

**Treasurer's Report:** Greg Hunter's report is attached.

**Service Award Guidelines:** The following guidelines were moved, discussed, and passed:

1. The Steering and Service Awards Nominating Committees will publicize the Service Awards at MARAC's semi-annual meetings and through the newsletter.
2. Any MARAC member may submit nominations along with justification of no more than 250 words and supporting material when appropriate (e.g. handbooks, manuals, directories, programs, brochures, reports).
3. Nominations for awards to be conferred at the Spring 1989 meeting must be mailed to the SANC chair by January 2, 1989. Succeeding deadlines will be scheduled for the first Monday in December and June. If possible, those making nominations should submit three copies of all supporting materials.
4. The SANC chair will forward all submissions to the other two committee members. Within two weeks of receiving the submissions, committee members will return their written comments and recommendations. Upon receipt, the chair will contact both members by telephone to confirm the final list of recommendations.
5. The chair will submit the final list to the Steering Committee at least two weeks prior to its summer and winter meetings.

**Task Force on Elections:** Will report at February meeting.

**Membership Committee:** Michele Pacifico announced that a final report will be ready for the spring meeting.

**Publications Committee:** Don Harrison reported on the various projects of the publications committee, schedule for publications, and marketing and distribution. Discussion was then held on supplies of past publications and after noting that the Mucci volume is probably in need of revision, it was voted to discontinue its distribution.

**New Jersey Caucus:** Maxine Lurie presented information on the grant received by the New Jersey Caucus from the New Jersey Historical Commission for consultation services. The program was endorsed. In a separate resolution, it was mandated that caucus-sponsored programs be approved in advance by the Steering Committee.

**Newsletter:** Discussion was held on the success of the new format of the newsletter. Ron Becker asked for comments on the Session Abstracts. The Steering Committee unanimously supported their continuation.

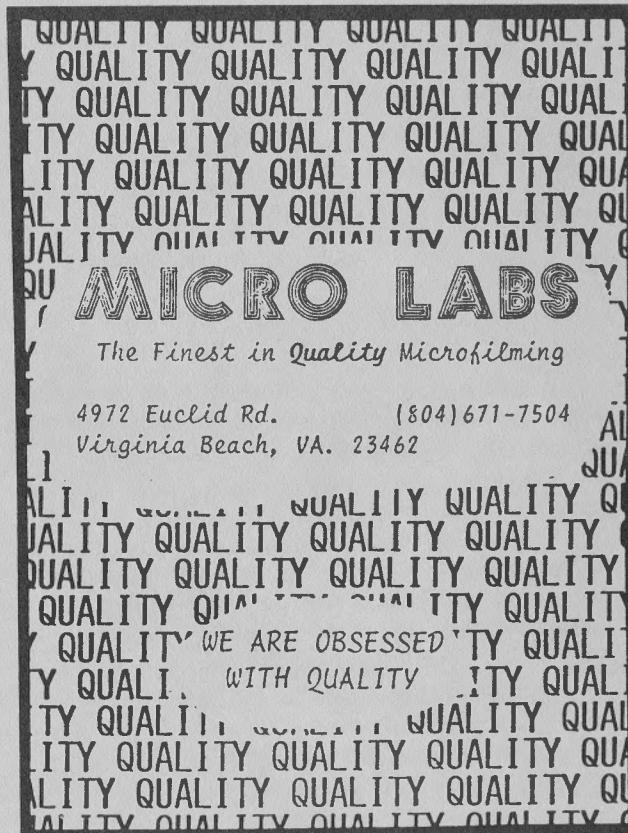
**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE  
TREASURER'S REPORT, 1988/89 FISCAL YEAR  
SECOND QUARTER - SEPTEMBER 1 - NOVEMBER 30, 1988**

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
<b>Income</b>							
Membership Dues	9,000.00	306.00	2,793.50			3,099.50	34.44
Publication Sales	250.00	0.00	444.00			444.00	177.60
MAA Advertising	500.00	652.00	350.00			1,002.00	200.40
Bank Interest & Credits	1,100.00	124.71	104.49			229.20	20.84
Conferences	5,000.00	40.00	5,704.91			5,744.91	114.90
Misc. Income	100.00	0.00	0.00			0.00	0.00
	<b>15,950.00</b>	<b>1,122.71</b>	<b>9,396.90</b>			<b>10,519.61</b>	<b>65.95</b>
<b>Expenses</b>							
Admin. & General	1,070.00	203.43	101.20			304.63	28.47
Membership Committees	2,250.00	236.30	425.11			661.41	29.40
Conferences	3,750.00	631.18	399.92			1,031.10	27.50
Publications	1,000.00	1,017.40	32.40			1,049.80	104.98
Awards	7,600.00	4,522.97	4,850.39			9,373.36	123.33
	<b>15,870.00</b>	<b>6,611.28</b>	<b>5,809.02</b>			<b>12,420</b>	<b>78.26</b>
<b>Summary</b>							
Opening Balance	15,394.59			Fund	Opening	Credits	Debits
Income	9,396.90			Current	(2,488.57)	9,396.90	5,809.02
Expenses	5,809.02			Endowed	3,000.00	0.00	0.00
Closing Balance	<b>18,982.47</b>			Reserve	14,883.16	0.00	14,883.16
				Surplus	0.00	0.00	0.00
					<b>15,394.59</b>	<b>9,396.90</b>	<b>5,809.02</b>
Checking	3,810.64						
Money Market	4,790.85						
Certif. of Deposit	10,380.98						
	<b>18,982.47</b>						

**Next Meeting:**  
Washington, DC  
13 February 1989

Respectfully submitted,

Denis Sennet S.A.  
Secretary



*Advertisement*

## **ARCHIVIST UE Archives and Curator of Labor Collection**

Faculty Librarian responsible for management of the Archives of the United Electrical, Radio and Machine Workers of America (UE) and other labor collections.

Plans, manages, and administers the operation of the UE Archives and other labor collections; organizes, arranges, describes materials in accordance with accepted archival principles, techniques, methodologies; provides reference, research, and instructional assistance; trains and supervises personnel assigned to unit.

**Qualifications:** Appointment as faculty librarian requires an MLS from an ALA accredited institution and is to be supplemented by course work in archives administration; advanced degree in history, preferable with specialized concentration in labor history; knowledge of archival theory, practice and procedures, as well as of services, methods and techniques used in historical research; experience in operation of an archives; familiarity with library and archives automation desirable; strong interpersonal, oral and written communication skills. For a person with an exceptional background, the MLS may be waived at time of appointment with the understanding that the MLS will be acquired within 2 years of the initial appointment.

Salary and rank of appointment as a faculty librarian will be based on experience and qualifications. Letter of application should include a curriculum vitae and three letters of reference. Apply by January 31, 1989 to: Secretary, Search Committee (Archives), 271 Hillman Library, University of Pittsburgh, Pittsburgh, PA 15620

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer. Minorities are especially encouraged to apply.

Brother Denis Sennett  
MARAC Secretary  
Friars of the Atonement Archives  
Graymoor  
Garrison, NY 10524

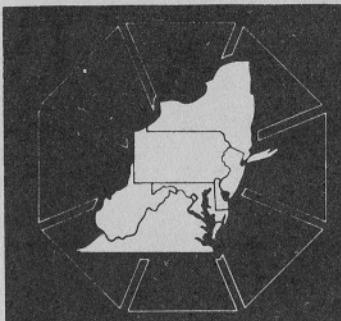
Bulk Rate  
US Postage

**PAID**

Alexandria, VA  
Permit No. 729

623 \*3  
MARAC-Archives  
Curator-Archives  
University of Maryland  
Libraries  
College Park, MD 20742  
16

**TIME VALUE MAIL**



**maa**

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation amongst individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged

in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* (\$1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, telephone (201) 932-7006. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor  
Book Review Editor  
Preservation News Editor  
Software Editor  
Session Proceedings Editor  
Technical Leaflet Editor  
Advertising Editor

Ronald L. Becker  
Mary Boccaccio  
Susan G. Swartzburg  
Kathleen D. Roe  
Cynthia Swank  
Nancy McGovern  
Bruce Abrams